

REQUEST FORM FOR THE USE OF LEGISLATIVE ROOMS

Scheduling Coordinator: Cassandra Bauman 538-1032/fax 538-1712
(e-mail cassandrabauman@utah.gov with "Room Request" in the subject line)

Name _____

Date of Meeting _____

Time of Meeting _____ Length of Meeting _____

Organization _____

Approximate Number of People Attending _____

Legislative Room Requested _____

Date of Request _____

**I HAVE READ AND UNDERSTAND THE ATTACHED GUIDELINES FOR
USE OF LEGISLATIVE COMMITTEE ROOMS. I AGREE TO BE BOUND
BY THOSE GUIDELINES.**

**I UNDERSTAND I [OR IF SCHEDULED BY A STATE ENTITY, THAT
STATE ENTITY] WILL BE HELD RESPONSIBLE FOR ANY DAMAGE
OR CLEANING OF THE COMMITTEE ROOM.**

Authorized Signature _____

Phone Number _____

*There is no charge for use of a room, but in accordance with the "Legislative Management Committee
Policy Governing Use of Committee Rooms in the House Building," under "User Qualifications"
Subsection (3), please provide the following information:*

IAT Information:

Fund _____ Agency _____ Org _____ Approp _____

(or)

Credit Card Information:

Type of Card _____ Card No. _____

Name of Cardholder _____
(Exactly as shown on card)

Billing Address _____

Expiration Date _____